FREQUENTLY ASKED QUESTIONS AND ANSWERS ABOUT REGISTRATION

Do individuals who register online have an advantage?

Yes and No. The registration start date is determined to allow paper registrants to mail their forms and have them reach our offices before the start of registration. Under normal operations, OLLI staff begin processing paper registrations on the same date and time online registration opens. Walk-in registrations do not provide members with priority registration.

Online registration does provide efficiency and peace of mind and it is normally available to you 24/7. When registering online, you can know immediately if a course has availability and you receive immediate confirmation of registration. The ease of credit card payment is another advantage.

Is there a fair system for registration?

No. There are so many variables that impact the registration process that lifelong learning institutes may always grapple with this elusive goal of fairness. Some LLIs have moved to a “lottery system” for registration—this is complex and still does not make everyone happy.

If I hand-deliver the registration will I be given priority?

No. During peak registration periods, your registration will be placed in queue along with mail-in registrations. OLLI at UConn does not have a “service window” and does not process registrations on-demand during the traditional registration periods.

A Note About Lifelong Learning

The Lifelong Learning Movement provides many opportunities for engagement, socialization, and acquisition of new knowledge. Brain researchers emphasize the need to challenge ourselves (try something entirely new) in order to maintain brain health and build new neural pathways. In that spirit, we wish you adventure when selecting courses and activities at OLLI at UConn.

Notes about Course Registration at Lifelong Learning Institutes

Registration processes in lifelong learning institute (LLI) programs have been the subject of significant discussion at national meetings of lifelong learning administrators. There are many challenges when attempting to create a “fair system” for registration. Generally, in lifelong learning institutes, the course offerings are as unique as the presenters who design the courses. As result of course uniqueness and the volunteer nature of instruction at an LLI, merely adding additional sections of a course, as they reach capacity in a given semester, is often not possible. Course enrollment caps are set based on presenter requests and classroom availability, and the fire code capacity in each room. Whenever space allows and with permission of the presenter, we try to expand the enrollment cap or even add another section. We also move courses to different rooms, prior to the semester, depending on enrollment. Our goal, at OLLI at UConn is provide first-come, first-served registration. While this is a goal, there are many variables that come into play including when you receive your brochure in the mail, how many registrations are received, and even the random order in which mail is stacked by the postal service in a given day. Beginning in Spring 2015, OLLI at UConn will have a wait list option online.
ON-LINE REGISTRATION INSTRUCTIONS—REGISTER ONLINE AT WWW.OLLI.UCONN.EDU!

Please use the attached registration form as a worksheet, then go to www.oll.uconn.edu to register for your membership and/or classes. Registration starts January 15, 2015 at 9:00 AM. For more detailed Step by Step Registration Instructions, please go to www.oll.uconn.edu and click on the blue “On-Line Registration Instructions” image at the right of screen.

1 Go to www.oll.uconn.edu.
Click the red “Take a Class or Join OLLI Now” button.

2 Sign in OR create a new account.
CREATE A NEW ACCOUNT: If you have NEVER been a member of OLLI at UConn, or if you have not purchased a membership at any point, from Fall 2013 to present, Create a new account by choosing “Create New Account” at the bottom right of the Sign-In Page. After you have created your account and are signed in, click the “Return To Course Catalog” button at upper right of screen to add a membership to your cart.

SIGN IN TO EXISTING ACCOUNT: If you have purchased an OLLI at UConn membership at any point from Fall 2013 to present, you have an active online account.

- If you have previously used the OLLI at UConn online registration system at any point, please sign in using the username and password you have chosen.
- If you are new to the online registration system, your username is: firstname.lastname (e.g. “john.smith”). Please use your username to obtain a temporary password, by following the steps at http://oll.uconn.edu/returning-members.

Once signed in, you will be prompted to change your password to something that is unique to you. Please do so, and then click the “Return To Course Catalog” button at upper right of screen to add a membership to your cart.

3 Add the OLLI at UConn Membership Course to your Shopping Cart.
Please skip to the next step (#4 ) below if you already have a current, active membership. But if your membership has expired, OR you are brand new to OLLI at UConn, please:

- Make sure you are signed in to your user account (see step 2, above)
- Select “Membership” from the list of categories on the left of your screen.

4 Choose your classes.
Click the “Return to Course Catalog” button in the upper right hand corner of the shopping cart page. You are now ready to add individual classes to your schedule!

Search for courses, events, and other registration items by Category, and add desired items to your shopping cart, clicking “Return to Course Catalog” after each is added to your shopping cart. Repeat this step for each item you would like to add. Remember to register for OLLI Cafe and a Parking Decal if applicable. Parking decals are valid from August - August of every year.

Not seeing the “Add to Cart” button for classes? One of two steps in the directions above has been missed. Remember, you must first Sign In to your user account, and either have a membership in cart or have previously purchased an active membership to see the Add to Cart button for OLLI at UConn classes.

5 Review your selections.
You may review your class selections by clicking “View Cart” at top right of screen. Before clicking the checkout button, confirm that you have the correct classes and that there is only one class per time-slot chosen.

6 Submit your order.
Select “Checkout”. You will then be prompted to fill in the “My Information” section of checkout. Please fill in the requested information, and then proceed to the billing information section. Be sure the person paying has his/her information in the payee section of the checkout. Once you submit your order, you will receive a receipt and an email confirmation. Please review and make sure it reflects what you intended to order. If you made an error while registering, or need assistance at any time, please call our office at 203-236-9924/9925.
Membership Registration Form

* If you are an Active OLLI, your membership end date is noted on the brochure mailing label after your name.

PLEASE NOTE: YOU MUST NOW REGISTER FOR RESEARCH LECTURES, SPECIAL EVENTS and OLLI CAFÉ

Name __________________________________________ Date of Birth (required) (MM/DD/YYYY) ______________________

Address ________________________________________________________________________________________________

City __________________________________ State ____________________ Zip __________________

Phone ___________________________________ Email ____________________________

UConn Campus or School Attended ___________________________________________ Year Graduated ______________

Indicate your course choice below using designated course numbers. Include 2nd and 3rd course choices.

CHECK ONE BOX BELOW:

☐ NEW to OLLI ☐ Current (my membership is paid) ☐ Renewing ($65 due now)

COURSE CHOICES / FEES – SPRING SESSION (refer to brochure for course # and fee)

<table>
<thead>
<tr>
<th>New/Renewing Membership</th>
<th>$65</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st choice</td>
<td></td>
</tr>
<tr>
<td>Course Fee</td>
<td>2nd choice if #1 is full</td>
</tr>
<tr>
<td>COURSE #1</td>
<td>$</td>
</tr>
<tr>
<td>COURSE #2</td>
<td>$</td>
</tr>
<tr>
<td>COURSE #3</td>
<td>$</td>
</tr>
<tr>
<td>COURSE #4</td>
<td>$</td>
</tr>
<tr>
<td>Voices From the Past: A Tale of Two French Communities, Tuesday, February 3rd at 12:30pm</td>
<td>$0</td>
</tr>
<tr>
<td>Learning Self Control: Powerful Parenting Practices, Tuesday, March 3rd at 12:30pm</td>
<td>$0</td>
</tr>
<tr>
<td>Someone Must Wash the Dishes: An Anti-Suffrage Satire, Tuesday, March 24th at 12:45pm</td>
<td>$0</td>
</tr>
<tr>
<td>Omnivore’s Dilemma: Locavore’s Delight, Tuesday, March 31st at 12:30pm</td>
<td>$0</td>
</tr>
<tr>
<td>AARP (Select One) One Site</td>
<td>$0</td>
</tr>
<tr>
<td>OLLI Café Series</td>
<td>$0</td>
</tr>
</tbody>
</table>

Check or money order only TOTAL $ ________ ALL FEES NON-REFUNDABLE — course coupons issued ONLY if class is cancelled.
### COURSE CHOICES / FEES – SUMMER SESSION

(Refer to brochure for course # and fee)

<table>
<thead>
<tr>
<th>1st choice</th>
<th>Course Fee</th>
<th>2nd choice if #1 is full</th>
<th>3rd choice if #1 &amp; 2 are full</th>
</tr>
</thead>
<tbody>
<tr>
<td>COURSE #1</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COURSE #2</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check or money order only</td>
<td>TOTAL</td>
<td>$</td>
<td>ALL FEES NON-REFUNDABLE – course coupons issued ONLY if class is cancelled.</td>
</tr>
</tbody>
</table>

**Mail check or money order (payable to OLLI at UConn) to OLLI at UConn, 99 East Main Street, Waterbury, C. 06702**

**Parking**

(Decals issued to paid members and presenters – to be used in UConn garage on levels 2&3 only and at Scovill Street Garage levels 5&6 only. All replacement stickers from OLLI are $10. See parking policy enforcement, page 21.)

License Plate # ____________________  State ______  Make ______________  Model ________________  Color ______

I acknowledge that pictures and/or videos taken during OLLI Café, in the classroom setting or on a trip may be used to promote OLLI at UConn. Neither the University of Connecticut nor the State of Connecticut shall assume responsibility for any vehicle, occupants, or contents – operated or parked on or towed from University property.

**MEMBER SIGNATURE (required) ___________________________**